

# Janaki Co-operative Group Housing Society Ltd.

Registration No. 954 (G / H)

Regd. Office: - Plot No:- 07, Sector:- 22, Phase:- I, Dwarka, New Delhi: – 110077

Telephone No: – 011 42804314

E mail: - [janakicghs1@gmail.com](mailto:janakicghs1@gmail.com) Website: [www.janakicghs.com](http://www.janakicghs.com)

Ref. No. JC GH/ 2020-21/16

Date: 10.07.2020

## Sub: Internal Audit for the Financial Year 2019-20

Dear Sir,

I am pleased to inform you that accounts for the FY 2019-20 has been closed and as per DCS Acts & Rules, we are in the process of appointment of Auditor for conducting accounts of the Society for the financial year 2019-20. The Managing Committee in its meeting held on 5<sup>th</sup> July 2020 desired to complete internal audit of the Society within 30 days to enable auditor to do the external audit as per RCS norms.

2. Accordingly MC has nominated following members as the member of the Internal Audit Committee (IAC):

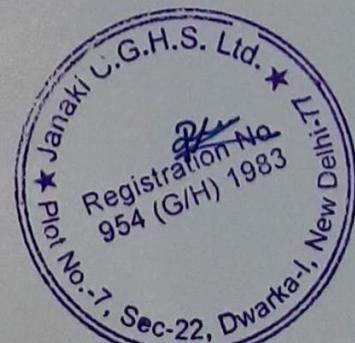
- i. Shri Ghan Shyam Jha (flat 110)
- ii. Shri Shankar Thakur (flat 407)
- iii. Shri R. K. Mahajan (flat 717)

3. The above Committee will carry out a comprehensive audit of the financial year 2019-20 and submit the report within 30 days from date of its constitution.

4. While auditing the accounts, the Committee may review the Internal Control Process and suggest the most effective way of financial management and measures to improve the internal control and compliance process. Members will jointly carry out the Scope of Audit and in case of difference of opinions among the committee members, the majority decision will be considered final. The final audit report and their suggestions will be submitted to MC for referring to the next AGM / SGBM.

5. All necessary documents as required for the audit purpose are made available in Society Office. I have requested Office Manager to provide following documents / files to the Committee immediately:

- i. All vouchers for FY 2019-20 (Cash & Bank)
- ii. All files pertaining to Building Repair and Painting Work including tender document and contract.
- iii. File pertaining to AMCs
- iv. All Bank Pass books for FY 2019-20
- v. File pertaining to Electricity & Water
- vi. Profit & Loss Statement
- vii. Balance sheet
- viii. Trial Balance
- ix. Bank reconciliation
- x. Income & Expenditure Ledger (in soft form)
- xi. Creditors / debetors list (in soft form)



6. In addition to above, any additional documents including proceeding registers, members personal file etc would be made available to the Audit Committee, as and when required.

  
Rajiv Kumar  
Hony. Secretary

To,

1. Shri. Ghan Shyam Jha  
Flat no-110, Janaki Apartment  
Sector-22, Dwarka.
2. Shri. Shankar Thakur  
Flat no 407, Janaki Apartment  
Sector-22, Dwarka.
3. Shri. R. K. Mahajan  
Flat no- 717, Janaki Apartment  
Sector-22, Dwarka.
4. Office Copy to be kept in the record file.

